

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Engineering Technician

BAND	GRADE	
NE	618	
DEPARTMENT: Public Works	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for performing entry level paraprofessional work in support of Public Works projects. Duties include: assisting project managers with public works and inspection activities; approving/rejecting driveway permits; posting sewer laterals on as-builts; inspecting driveways for width, depths, location and elevation; inspecting residential for final Certificate of Occupancy, inspecting all utility work in right-of-way, reviewing land use and retaining wall requests for compliance with City regulations; locating underground City services using maps and records; surveying to determine drainage; creating and modifying maps, diagrams and drawings; reviewing construction plans, proposals and requests; and, preparing as-built drawings.		
DISTINGUISHING CHARACTERISTICS: This is the first level of a six level engineering series. The Engineering Technician is distinguished from the Engineering Technician/Coordinator in that the Engineering Technician/Coordinator has overall responsibility for project management.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Reviews various permit applications and plans such as right-of-way, land use, retaining walls, water meters, sewer taps, construction plans, proposals and requests and driveways. Ensures compliance with City regulations and approves or declines permit applications.	Daily	
2.	Performs various project assistance and inspection activities to include: inspecting driveways for width, depth, location and elevations; inspecting residential for final Certificate of Occupancy; inspecting utility work in City right of ways; inspecting public works projects such as water mains, sewer mains, storm sewer, curbs, streets, sidewalks, etc.; posting sewer laterals on as-builts; and, reviewing private development projects for compliance with engineering practices and City standards. Maintains logs and construction diaries for assigned projects.	Daily	

Rev. 07/07

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Engineering Technician

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
3.	Receives and responds to public complaint requests to include: acting as a liaison with citizens and other departments; resolving or facilitating resolution on construction related conflicts; and, recommending alternative courses of action/implementation.	Daily	
4.	Locates underground City services using maps and records; creates and modifies maps, diagrams and drawings; prepares "as-built" drawings.	Daily	
5.	Obtains easements, permits and other required construction related documents; prepares various agreements with private developers and other governmental agencies.	Daily	
6.	Conducts surveys to determine drainage traffic flow; performs standard tests of materials such as soils, concrete, asphalt, etc.; serves on a survey crew.	Weekly	
7.	Assists in refining departmental standard operating procedures; ensures compliance with federal, state and local laws and programs.	Weekly	
8.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Standards and practices governing Public Works and Right-of-Way;
- Mathematical computations;
- Standard civil engineering practices;
- Inspection and testing procedures;
- Federal, state and local laws, codes and regulations;
- Construction techniques and activities;
- Surveying principles and practices.

Rev. 07/07

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Engineering Technician

Skills (position requirements at entry):

Skill in:

- Preparing cost estimates;
- Using surveying equipment;
- Operating related equipment;
- Performing standard testing;
- Using computers and related software applications;
- Reading and interpreting drawings and specifications;
- Reviewing plans and drawings;
- Developing agreements;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High school diploma or General Equivalency Diploma (G.E.D.) and three years of construction experience including one year experience using an automated drafting and design program; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, sitting, standing, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, odors, dusts and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

Date: 05/98

Rev.: 07/07 (jls)

Rev. 07/07